

RECORD OF PROCEEDINGS

Minutes of **MIFFLIN TOWNSHIP BOARD OF TRUSTEES** Meeting

Held

November 1,

2021

Chair Lynn Stewart called the Mifflin Township Board of Trustees Meeting to order at 10:00 a.m. on Monday, November 1, 2021, with Vice Chair Kevin Cavener, Trustee Richard Angelou, Fiscal Officer Rick Duff, Township Administrator Nancy White, Assistant Fire Chief Brian Dunlevy, Human Resources Director Becky Kadel, Service Director Roger Boggs, PIO Melissa Rapp, Acting Police Chief David Briggs, and IT Director Craig Main in attendance. Administrative Assistant Melanie Barnette attended online. Fire Chief Fred Kauser was out of the state on business. Chair Stewart led the Pledge of Allegiance.

TRUSTEES COMMENTS:

Mr. Angelou said it is important to vote tomorrow.

MINUTES:

Res. 247-21 Approve the October 19, 2021, Meeting Minutes

Mr. Cavener moved to approve the October 19, 2021, Meeting Minutes. Mr. Angelou seconded. All voted yea. Motion carried.

Chair Stewart requested Administrator White plan for Julie Donnan, BJB Law, to attend a trustee meeting to speak about annexations. Administrator White agreed to do so.

Res. 248-21 Approve the December 2021 Warrants

Mr. Angelou moved to approve the December 2021 Warrants. Mr. Cavener seconded. All voted yea. Motion carried.

CORRESPONDENCE:

Fiscal Officer Duff said he received a letter from the Franklin County prosecuting attorney notifying of prosecution of an individual for the check fraud case earlier this year.

Fiscal Officer Duff said that Mifflin Township was selected for Ohio Police and Fire (OP&F) pension system testing for fiscal year 2020. He said this is testing required by GASB 67/68 and is part of the process for computing the net pension liability for OP&F at year's end. This audit must occur prior to the year's end and will cost \$550, he said. Fiscal Officer Duff said he will take the lead on this audit and will work closely with Administrator White.

FISCAL OFFICER'S REPORT:

Fiscal Officer Duff said fiscal office reorganizational changes will save over \$200,000.

Fiscal Officer Duff discussed the holiday flex time option. Employees may work on the holiday and take time off on another day, if desired, if the department can manage the staffing. Chair Stewart and Administrator White said it may be time to switch to a bank of paid time off hours, like the private sector.

Fiscal Officer Duff said there is just under \$125,000 left of the American Rescue Plan money. He said state and county employees who are vaccinated are receiving \$1,000 bonuses according to a Columbus Dispatch article he shared. He said he would confirm that the money can be rolled over into next year. Chair Stewart requested each department head

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

November 1,

2021

submit their recommendation for use of the money at the December 6th trustees meeting. Administrator White said there are certain guidelines that must be met for the use of the money, such as personnel items such as a vaccine incentive or stormwater drainage projects. She said random equipment purchases are not permitted. Chair Stewart requested either Administrator White or Fiscal Officer Duff provide a memo to the trustees as to how the money can be spent.

Fiscal Officer Duff said he has submitted a letter of resignation effective December 4, 2021. He said he is open to working part-time. Chair Stewart said she has also received notice of Administrator White's retirement from the Township Administrator position effective December 1, 2021. Chair Stewart said the trustees requested she fill Mr. Duff's position as Fiscal Officer to which she agreed to fulfill the remainder of Mr. Duff's term. Chair Stewart requested Ms. White create a part-time schedule for submission at the next trustees meeting on November 16th. Administrator White said she and Fiscal Officer Duff plan to flex their time so one of them is in the office most of the time. Chair Stewart said this arrangement is what will save the considerable amount of money referenced earlier in the meeting. The trustees thanked Ms. White and Mr. Duff for their hard work in reorganizing the office.

Res.249-21 Accept the resignation of Rick Duff as Fiscal Officer effective December 4, 2021.

Mr. Cavener moved to accept the resignation of Rick Duff as Fiscal Officer, effective December 4, 2021. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 250-21 Accept the retirement of Nancy White, effective December 1, 2021.

Chair Stewart moved to accept the retirement of Nancy White, effective December 1, 2021. Mr. Angelou seconded. All voted yea. Motion carried.

TOWNSHIP ADMINISTRATOR'S REPORT:

Administrator White said she has been in meetings with Hollie Wonderly, Christy Prokop, Assistant Chief Dunlevy, Chief Kauser, Fiscal Officer Duff to streamline the Finance Office. She said the group feels that changes need made as to how payments are processed, etc. She said a new position, called Fire Logistics, has been created and will be filled by Christy Prokop, overseeing all the purchases made by the Fire Division. Administrator White said guidelines are being documented. She said when a bill arrives for final payment, Hollie Wonderly can pay the invoice; she will no longer have to track down answers and/or call the vendor to ensure it is okay to pay as Christy will have done so. Administrator White expects the process to be smooth allowing for payments to go out more quickly. Administrator White said this new process has begun but expects changes will need to be made along the way. She said that year end closeout will be quicker, and the department heads will receive his/her carryover balances to finalize his/her budgets. She said with this new process, it relieves the General Fund of some expenses, and will recoup some of our balances as well. Chair Stewart said although we are not planning to add staffing, if an Accounting Assistant is needed at some point, it would still be feasible.

Administrator White said the Township Admin pay scale has been in effect since 2017; minor adjustments were made in 2019. She said she and Fiscal Officer Duff would like to update it

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

November 1,

2021

as there are several positions that need changes with cost-of-living adjustments, etc. She said she plans to present the updated pay schedule at the first meeting in January 2022.

Administrator White presented HR Director Becky Kadel's performance review and requested the approval of a pay increase to \$30.39/hr., effective October 17, 2021.

Res. 251-21 Approve a pay increase for HR Director Becky Kadel to \$30.39/hr. effective October 17, 2021.

Chair Stewart moved to approve a pay increase for HR Director Becky Kadel to \$30.39/hr. effective October 17, 2021. Mr. Angelou seconded. All voted yea. Motion carried.

Administrator White said Hollie Wonderly has stepped up to fulfill duties of the position of Assistant to Fiscal Officer which was vacated by Rebecca Rousseau due to her retirement. Administrator White requested a pay increase for Hollie Wonderly, Accounting Assistant, to \$23/hr., effective October 17, 2021. She said Ms. Wonderly will be evaluated again in six months.

Res. 252-21 Approve a pay increase to \$23/hr. for Hollie Wonderly, Accounting Assistant, effective October 17, 2021.

Mr. Angelou moved to approve a pay increase to \$23/hr. for Hollie Wonderly, Accounting Assistant, effective October 17, 2021. Mr. Cavener seconded. All voted yea. Motion carried.

Administrator White said due to the changes with the Finance Office, she said she would like to recommend Melanie Barnette as the Administrative Services Coordinator, which is like an Office Manager. She said the position would oversee the operations of the services that the administration department provides. Administrator White said Melanie Barnette will coordinate and prep for meetings and special meetings and continue doing what she is doing now as well as answering the phones and taking over some of the duties of Christy Prokop for the Fire Division, as well. Administrator White said she is currently working on Ms. Barnette's new position description. Administrator White presented the performance evaluation for Melanie Barnette, Administrative Assistant, and requested a title change to Administrative Services Coordinator and a pay increase to \$25/hr., effective October 17, 2021.

Res. 253-21 Approve a title change for Melanie Barnette to Administrative Services Coordinator and a pay increase to \$25/hr., effective October 17, 2021.

Mr. Angelou moved to approve a title change for Melanie Barnette to Administrative Services Coordinator and a pay increase to \$25/hr., effective October 17, 2021. Mr. Cavener seconded. Mr. Angelou and Mr. Cavener voted yea. Chair Stewart abstained. Motion carried.

Chair Stewart asked if Ms. Kadel's pay will be partially funded by the Fire budget. Administrator White said she will confirm this with Chief Kauser. Chair Stewart also inquired if Ms. Barnette will have a supervisory role considering Administrator White's reduced work schedule. Ms. White said this is still to be decided.

RECORD OF PROCEEDINGS

Minutes of **MIFFLIN TOWNSHIP BOARD OF TRUSTEES** Meeting

Held

November 1,

2021

Administrator White reminded the trustees of the Franklin Co. Engineer's Office/FCTA meeting at the Boathouse Restaurant on Thursday, November 18, 2021, at 5:30 p.m.

Administrator White said OTARMA is offering a MORE grant which is in the amount of \$500 towards safety type items available to Police, Fire and Service. This will need to be used by the end of the year.

Administrator White said she attended a meeting last week between COCIC, Franklin Co. Economic Development & Planning, and the Neighborhood Design Center; This was the same group that met with the trustees in August. She said this same group will be at a public meeting regarding the Leonard Park development on December 2nd at 6:00 pm at the Ops Center with the option to participate virtually as well. She said it will be communicated at this meeting that the drainage plan will dictate the development plan which does not exist at this time. Also at this meeting, COCIC will present the free services and products available through MORPC for replacement windows, HVAC, etc. to assist with rehabilitating homes in need of repair. Assistance with the application process will also be provided. Chair Stewart requested Ms. Rapp place the information about the meeting on the township's website along with posts to social media. Chair Stewart said face masks will be required at this meeting.

HUMAN RESOURCES:

Ms. Kadel presented her informational-only memo on COVID vaccine rewards/incentives. She said the Bureau of Workers' Compensation had a significant reduction in claims filed last year. Beginning January 1, 2022, the township will receive a 10% rate reduction. Ms. Kadel said BWC will be reimbursing eligible employers who participate in the Drug Free Safety Program training. She plans to provide this training in the new year.

PIO:

Ms. Rapp said she posted several job descriptions to the website in the last few weeks as well as news posts on events such as the Clean-Up Days and Halloween. She said that this month and next she will run a series of safety messages on both our website and social media around cooking and holiday safety. Ms. Rapp thanked the officers who let her ride along and get some pictures on Beggar's Night. Although it rained, she was able to get some photos early in the evening.

Ms. Rapp said since the trustees provided approval on the letterhead options at the last meeting, she is working on finalizing the artwork for the business cards and envelopes, as well as the branding guidelines. The goal is to have it all finished, and printing completed for those items by the end of the month.

Ms. Rapp said she met with Chief Kauser last week to discuss a potential event regarding a "groundbreaking" for Station 132 in the first half of December (date to be determined). She said she will be working on an event outline and task list this week so that planning and coordination with the construction company can begin. She said at this point, we are thinking of this as primarily a photo opportunity, especially due to ongoing covid concerns.

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES Meeting

Held

November 1,

2021

Ms. Rapp said she is planning ham deliveries for the week prior to the Christmas holiday. She will be working closely with Chief Briggs.

Chair Stewart said there has been so much discussion about branding, she feels we are on the right track with the logo and is excited to have it. She said she doesn't consider the logo as branding, however. She said she thinks of everyone in the meeting today and on the payroll as branding. Chair Stewart said every time we are talk to someone in the public and when we are working, we are branding Mifflin Township. This is much more than a logo of a t-shirt or a building, etc. She said she felt this needed to be said.

SERVICE:

Mr. Boggs provided updates. He said burials have increased again. He said bulk clean-ups are going well. Mr. Boggs said the tire drive is this Friday at 218 Agler Road; his staff will assist some physically challenged residents with picking up the tires from their homes. Mr. Boggs said in Leonard Park full depth repairs are being done on Earl Drive to prepare for paving. A few gas lines need to be cut across the road. He said the Franklin Co. Engineer's Office is trying to work with the builder to ensure the lines are done prior to paving. If the builder misses the deadline, the Franklin Co. inspector has communicated to the builder that he will have to pay to cut the new road and pay for heat welding. Mr. Boggs said if heat welding is done, it will be noticeable. He said boring under the road is not ideal either. Mr. Boggs said the storm tile has been placed. He will be meeting with the residents to seek reimbursement for the drops in the yards. Topsoil, seeding, and straw will be done, although it is beyond the growing season. Also, silt barriers will be placed at the catch basin storm drains to keep dirt out of the new line. He said the county will jet the lines once the sod is down at the new homes. Mr. Boggs said the county will be setting a deadline for the punch out list. He said he and Administrator White have been working on a comprehensive plan. Chair Stewart thanked him and Administrator White on behalf of all the trustees for their hard work on the Leonard Park project. Mr. Boggs said the drone scheduled for mapping the cemetery for the new cemetery software has been postponed until the trees drop more leaves for better visibility. Mr. Boggs said he has been working on his budget and will have it prepared when requested. He said the required online stormwater training has been scheduled prior to the year's end for three of his employees.

CODE ENFORCEMENT:

Mr. Boggs said he had Mr. Main's required completed paperwork for the addition of the new iWorQ software, however Mr. Main has not yet had the time to review it. Mr. Boggs said upon further discussion with the vendor he learned that the \$16,000 originally thought to be due up front is \$10,000, with \$6,000 due annually. Mr. Boggs said clean-up/trash removal continues at 3029 Perdue Avenue.

POLICE:

Mr. Cavener said that October 30th was Chief Tammy Phillips last day of employ. He said David Briggs has been working as the Interim Chief. He requested approval to promote him to Police Chief effective October 31, 2021.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

November 1,

2021

Res. 254-21 Promote Interim Chief David Briggs to Police Chief, effective October 31, 2021.

Mr. Cavener moved to promote Interim Chief David Briggs to Police Chief, effective October 31, 2021. Mr. Angelou seconded. All voted yea. Motion carried.

There was discussion about possibly relocating the Police department into the Service building at 155 Olde Ridenour Road, 218 Agler Road, or the Ops Center rather than undertaking the major reconstruction of Station 132 as previously planned. Chief Briggs said being located outside of the unincorporated area should not be an issue as they are in the office very little as they are on patrol. He said response time could increase, at most, up to 3 or 4 minutes possibly. He said prisoner processing would need to be figured out; this could still be done in the old police building, if necessary. Chief Briggs said he has discussed the idea of sharing space with Mr. Boggs who had no issue with the idea. Mr. Boggs said there is plenty of unused space that could be used at 155 Olde Ridenour Road. Chair Stewart requested that Chief Briggs and Mr. Boggs continue exploring this possible arrangement. Chair Stewart also asked Chief Briggs to consider moving to the Ops Center as it would have advantages also. She requested he explore both options.

Chief Briggs requested the contingent hiring of Michael Kiser as a full-time officer, \$22/hr., effective November 14, 2021, pending the successful completion of his physical and drug testing. Chief Briggs said that Mr. Kiser bring 5 years of correction/law enforcement experience.

Res. 255-21 Approve the contingent hiring of Michael Kiser as a full-time officer, \$22/hr., effective November 14, 2021, pending the successful completion of his physical and drug testing.

Mr. Cavener moved to approve the contingent hiring of Michael Kiser as a full-time officer, \$22/hr., effective November 14, 2021, pending the successful completion of his physical and drug testing. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Briggs requested the approval of the updated pay schedule, effective November 14, 2021. If approved, Mr. Kiser would earn \$23/hr. according to the pay schedule. Also at that time, the officers would receive increases accordingly. Chief Briggs said he added the Lieutenant position to the new pay schedule as he would like to, at some point, promote Officer Peddicord to that position.

Res. 256-21 Approve the new Police pay schedule, effective November 14, 2021.

Mr. Cavener moved to approve the new Police pay schedule, effective November 14, 2021. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Briggs requested the promotion of Officer Matthew Peddicord to Step 3, \$27.91/hr., effective November 14, 2021.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

November 1,

2021

Res. 257-21 Approve the promotion of Officer Matthew Peddicord to Step 3, \$27.91/hr., effective November 14, 2021.

Mr. Cavener moved to approve the promotion of Officer Matthew Peddicord to Step 3, \$27.91/hr., effective November 14, 2021. Mr. Angelou seconded. All voted yea. Motion carried. Chair Stewart requested a performance evaluation on Matthew Peddicord. Chief Briggs agreed to do so.

Chief Briggs said he researched the fingerprinting/DNA contract with the Franklin Co. Sheriff's Office and was told that the contract was originally signed in 2017 but have never received an invoice for it because it is a blanket contract that goes out to every agency within Franklin County. He said the only agencies that are charged a fee are the agencies that have the capability of doing their own fingerprinting. Since Mifflin Township does not have the capability, we will not be billed. If Mifflin Township would get a fingerprint machine, then we would receive a bill. Chair Stewart said the contract was signed as we did not have a choice but feels it should be amended to say this. Chief Briggs said if we are charged, he is ready to migrate to the "old fashioned" way of collecting prints and swabs for processing.

Chief Briggs said Mifflin Township police has entered into a collaborative agreement with the Franklin County Sheriff's Office to handle all gun cases within the township. He said there is no charge for this service. All gun-related incidents will be entered into the NIBIN database for cross-referencing, he said.

Chief Briggs said there was a recent SWAT situation on Parkwood. The suspect was wanted for parole violations for violent crimes. Chief Briggs said the suspect there will be pending narcotics charges as well. The suspect was taken to jail without incident.

FIRE DIVISION:

Assistant Chief Dunlevy requested the acceptance of the resignation of Fire Fighter Nicholas Marcum, effective October 30, 2021.

Res. 258-21 Accept the resignation of Fire Fighter Nicholas Marcum, effective October 30, 2021.

Chair Stewart moved to accept the resignation of Fire Fighter Nicholas Marcum, effective October 30, 2021. Mr. Cavener seconded. All voted yea. Motion carried.

Assistant Chief Dunlevy requested to amend resolution 243-21 for Steve Welsh's re-hire date from November 1, 2021, to October 25, 2021.

Res. 259-21 Amend resolution 243-21 for Steve Welsh's re-hire date from November 1, 2021, to October 25, 2021.

Chair Stewart moved to amend resolution 243-21 for Steve Welsh's re-hire date from November 1, 2021, to October 25, 2021. Mr. Angelou seconded. All voted yea. Motion carried.

Assistant Chief Dunlevy provided updates. (See Referral File.)

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

November 1,

2021

OPS CENTER:

Assistant Chief Dunlevy provided updates. (See Referral File.)

MIFFLIN TECHNOLOGY:

Mr. Main said MECC and Gahanna dispatchers were trained on the new system by Solacom last week. He said the system has been customized. He said equipment will be moved into the dispatch center by two Solacom staff and are working through a task list. He said the CAD system is ready to go. Mr. Main said he is working with the Mifflin Police Chief Briggs to prepare for an upcoming technology audit. Radios will be moved into the Dispatch center next week. He said he is pleased how things are moving along and how everyone is working together. Chair Stewart thanked Mr. Main for leading the charge on this.

Mr. Main said the week of December 6, 2021, Gahanna Police dispatchers will move in live. The last week of December, between Christmas and New Year's, MECC will move in live. He said it is best that they do not move at the same time.

OLD BUSINESS:

None.

VISITORS COMMENTS:

Jon Hastings, Assured Partners, provided a presentation of healthcare coverage options and benchmarking analysis. He will return on the December 6th meeting with options to potentially reduce the cost of health insurance to the township.

There being no further business, Mr. Angelou moved to adjourn today's meeting. Chair Stewart seconded. All voted yea. Motion carried. The meeting adjourned at 12:27 p.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Trustee

Kevin J. Cavener, Vice Chairman

Rick Duff, Fiscal Officer